

SREB

*Educational Technology
Cooperative*

Online Teaching Evaluation for State Virtual Schools

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Southern
Regional
Education
Board

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Online Teaching Evaluation For State Virtual Schools

Introduction

This document is based on the SREB publication *Standards for Quality Online Teaching* and provides state virtual schools in SREB states with an instrument to evaluate the quality of online teachers of middle grades and high school students. Specifically, it is designed to gauge whether an online teacher has accomplished the intent of each standard and is fully supporting student academic performance.

The evaluation has two parts. The checklist helps the evaluator assess whether the online teacher meets each standard. To ensure high-quality instruction, the teacher must meet all 11 standards. The second part, the narrative section, is critical. Here, the evaluator highlights successes and targets any steps the online teacher needs to take to improve.

The narrative includes both a formative evaluation and a summary evaluation. In the formative or ongoing evaluation, the evaluator should record observations about the teacher and outline action steps for improvement three times — at the beginning, midpoint and end of the academic year. This enables the teacher to fully understand what needs to be accomplished to ensure high-quality teaching. The goals and benchmarks established through this process are essential in helping the supervisor coach and support the online teacher to meet mutually agreed-upon goals.

At the conclusion of the academic year, the evaluator also should write a summary evaluation that summarizes the achievement of standards established by the state virtual school and addressed by the teacher during the year. The summary is essential in assessing the overall quality of the work of the online teacher. It provides an opportunity to identify reasons why some goals were not accomplished and notes any achievements beyond expectations. It is also the instrument that can be used, if necessary, to indicate the online teacher has not met expectations and should not continue in the position.

Online Teacher: _____

Evaluator: _____

Academic Year: _____

Academic Preparation _____

To what extent does the teacher meet the standard below?	Indicators	Meets standard	Does not meet standard
<i>The teacher meets the professional teaching standards established by a state-licensing agency or the teacher has academic credentials in the field in which he or she is teaching.</i>	<ol style="list-style-type: none"> 1. Meets the state's professional teaching standards or has academic credentials in the field in which he or she is teaching 2. Provides evidence that he or she has credentials in the field of study to be taught 3. Knows the content of the subject to be taught and understands how to teach the content to students 4. Facilitates the construction of knowledge through an understanding of how students learn in specific subject areas 5. Continues to update academic knowledge and skills 		

Ongoing Evaluation

Observations and Action Steps:

Date: _____

Observations and Action Steps:

Date: _____

Observations and Action Steps:

Date: _____

Content Knowledge and Skills for Instructional Technology

To what extent does the teacher meet the standard below?	Indicators	Meets standard	Does not meet standard
<i>The teacher has the prerequisite technology skills to teach online.</i>	<ol style="list-style-type: none"> 1. Demonstrates the ability to effectively use word-processing, spreadsheet and presentation software 2. Demonstrates effective use of Internet browsers, e-mail applications and appropriate online etiquette 3. Demonstrates the ability to modify and add content and assessment, using an online Learning Management System (LMS) 4. Incorporates multimedia and visual resources into an online module 5. Utilizes synchronous and asynchronous tools (e.g., discussion boards, chat tools, electronic whiteboards) effectively 6. Troubleshoots typical software and hardware problems 7. Demonstrates the ability to effectively use and incorporate subject-specific and developmentally appropriate software in an online learning module 8. Demonstrates growth in technology knowledge and skills in order to stay current with emerging technologies 		

Ongoing Evaluation

Observations and Action Steps:

Date: _____

Observations and Action Steps:

Date: _____

Observations and Action Steps:

Date: _____

Online Teaching and Learning Methodology, Management, Knowledge, Skills and Delivery

To what extent does the teacher meet the standards below?	Indicators	Meets standard	Does not meet standard
<i>The teacher plans, designs and incorporates strategies to encourage active learning, interaction, participation and collaboration in the online environment.</i>	<ol style="list-style-type: none"> 1. Demonstrates effective strategies and techniques that actively engage students in the learning process (e.g., team problem-solving, in-class writing, analysis, synthesis and evaluation instead of passive lectures) 2. Facilitates and monitors appropriate interaction among students 3. Builds and maintains a community of learners by creating a relationship of trust, demonstrating effective facilitation skills, establishing consistent and reliable expectations, and supporting and encouraging independence and creativity 4. Promotes learning through group interaction 5. Leads online instruction groups that are goal-oriented, focused, project-based and inquiry-oriented 6. Demonstrates knowledge and responds appropriately to the cultural background and learning needs of non-native English speakers 7. Differentiates instruction based on students' learning styles and needs and assists students in assimilating information to gain understanding and knowledge 8. Demonstrates growth in teaching strategies in order to benefit from current research and practice 		
<i>The teacher provides online leadership in a manner that promotes student success through regular feedback, prompt response and clear expectations.</i>	<ol style="list-style-type: none"> 1. Consistently models effective communication skills and maintains records of applicable communications with students 2. Encourages interaction and cooperation among students, encourages active learning, provides prompt feedback, communicates high expectations, and respects diverse talents and learning styles 3. Persists, in a consistent and reasonable manner, until students are successful 4. Establishes and maintains ongoing and frequent teacher-student interaction, student-student interaction and teacher-parent interaction 		

Online Teaching and Learning Methodology, Management, Knowledge, Skills and Delivery

To what extent does the teacher meet the standards below?	Indicators	Meets standard	Does not meet standard
<i>The teacher provides online leadership in a manner that promotes student success through regular feedback, prompt response and clear expectations.</i> (continued)	<ol style="list-style-type: none"> Provides an online syllabus that details the terms of class interaction for both teacher and students, defines clear expectations for both teacher and students, defines the grading criteria, establishes inappropriate behavior criteria for both teacher and students, and explains the course organization to students Provides a syllabus with objectives, concepts and learning outcomes in a clearly written, concise format Uses student data to inform instruction, guides and monitors students' management of their time, monitors learner progress with available tools and develops an intervention plan for unsuccessful learners Provides timely, constructive feedback to students about assignments and questions Gives students clear expectations about teacher response time 		
<i>The teacher models, guides and encourages legal, ethical, safe and healthy behavior related to technology use.</i>	<ol style="list-style-type: none"> Facilitates student investigations of the legal and ethical issues related to technology and society Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication Identifies the risks of academic dishonesty for students Demonstrates an awareness of how the use of technology may impact student testing performance Uses course content that complies with intellectual property rights policies and fair use standards Provides students with an understanding of the importance of Acceptable Use Policies (AUP) Demonstrates knowledge of resources and techniques for dealing with issues arising from inappropriate use of electronically accessed data or information Informs students of their right to privacy and the conditions under which their names or online submissions may be shared with others 		

Online Teaching and Learning Methodology, Management, Knowledge, Skills and Delivery

To what extent does the teacher meet the standards below?	Indicators	Meets standard	Does not meet standard
<i>The teacher has experienced online learning from the perspective of a student.</i>	<ol style="list-style-type: none"> 1. Applies experiences as an online student to develop and implement successful strategies for online teaching 2. Demonstrates the ability to anticipate challenges and problems in the online classroom 3. Demonstrates an understanding of the perspective of the online student through appropriate responsiveness and a supportive attitude toward students 		
<i>The teacher understands and is responsive to students with special needs in the online classroom.</i>	<ol style="list-style-type: none"> 1. Understands that students have varied talents and skills and uses appropriate strategies designed to include all students 2. Provides activities, modified as necessary, that are relevant to the needs of all students 3. Adapts and adjusts instruction to create multiple paths to learning objectives 4. Encourages collaboration and interaction among all students 5. Exhibits the ability to assess student knowledge and instruction in a variety of ways 6. Provides student-centered lessons and activities that are based on concepts of active learning and that are connected to real-world applications 		
<i>The teacher demonstrates competencies in creating and implementing assessments in online learning environments in ways that assure validity and reliability of instruments and procedures.</i>	<ol style="list-style-type: none"> 1. Creates or selects fair, adequate and appropriate assessment instruments to measure online learning that reflect sufficient content validity (i.e., that adequately cover the content they are designed to measure), reliability and consistency over time 2. Implements online assessment measures and materials in ways that ensure instrument validity and reliability 		

Online Teaching and Learning Methodology, Management, Knowledge, Skills and Delivery

To what extent does the teacher meet the standards below?	Indicators	Meets standard	Does not meet standard
<i>The teacher develops and delivers assessments, projects, and assignments that meet standards-based learning goals and assesses learning progress by measuring student achievement of learning goals.</i>	<ol style="list-style-type: none"> 1. Continually reviews all materials and Web resources for their alignment with course objectives and state and local standards and for their appropriateness 2. Creates assignments, projects and assessments that are aligned with students' different visual, auditory and hands-on ways of learning 3. Includes authentic assessment (i.e., the opportunity to demonstrate understanding of acquired knowledge and skills as opposed to testing isolated skills or retained facts) as part of the evaluation process 4. Provides continuous evaluation of students to include pre- and post-testing and student input throughout the course 5. Demonstrates an understanding of the relationships between and among the assignments, assessments and standards-based learning goals 		
<i>The teacher demonstrates competencies in using data and findings from assessments and other data sources to modify instructional methods and content and to guide student learning.</i>	<ol style="list-style-type: none"> 1. Assesses each student's background and content knowledge and uses these data to plan instruction 2. Reviews student responses to test items to identify issues related to test validity or instructional effectiveness 3. Uses observational data (e.g., tracking data in electronic courses, Web logs, e-mail) to monitor course progress and effectiveness 4. Creates opportunities for self-reflection or assessment of teaching effectiveness within the online environment (e.g., classroom assessment techniques, teacher evaluations, teacher peer reviews) 		
<i>The teacher demonstrates frequent and effective strategies that enable both teacher and students to complete self- and pre-assessments.</i>	<ol style="list-style-type: none"> 1. Employs ways to assess student readiness for course content and method of delivery 2. Employs ways for students to effectively evaluate and assess their own readiness for course content and method of delivery 3. Understands that student success (e.g., grade, level of participation, mastery of content, completion percentage) is an important measure of teaching and course success 4. Provides opportunities for student self-assessment within courses 		

Ongoing Evaluation

Observations and Action Steps:

Date: _____

Observations and Action Steps:

Date: _____

Observations and Action Steps:

Date: _____

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Summary Evaluation of the Teacher at the End of the Academic Year

Description of overall performance, how well expectations were met, and any achievements beyond expectations:

Teacher is: ☐ Recommended ☐ Not Recommended

Online Teacher: _____

Evaluator: _____

Date: _____

